



Monthly



IA 12020 (IA POP 2/14/2020-9/30/2022)

Status report for EPA (OCSP) Support

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Task Title: EPA (OCSP)

Reporting Period: September 2021

Task Manager(s): Elaine Wright, Ramona Trovato, Mike Flynn

Summary Statement/Description: Provide support in the areas of purpose of this call order is to provide coaching, consulting and facilitation services to the Federal Consulting Group (FCG) in support of the Environmental Protection Agency (EPA), Office of Chemical Safety and Pollution Prevention (OCSP). OCSP has a variety of on-going organizational improvement and strategic planning projects that require the participation of subject matter experts and experienced facilitators to ensure success.

A. Activities/Time During Reporting Period:

The following activities/tasks were completed during this reporting period.

TASK	FACILITATION SUPPORT	Name of OCSP Requestor	Consultant	Hours	Date of Service
	No Activity				
			Elaine Wright	(total)	
	No Activity				
			Ramona Trovato	(total)	
	No Activity		Mike Flynn		
				(total)	
TASK	COACHING / CONSULTING	Name of OCSP Requestor	Consultant	Hours	Date of Service
	(b) (6)	Coachee	Wright	1.25	09/17/2021

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	(b) (6)	Coachee	Wright	1.0	09/29/2021
			Elaine Wright	(total) 2.25	
	(b) (6)	Coachee	Trovato	1.50	9/2/2021
	(b) (6)	Coachee	Trovato	1.00	9/6/2021
	(b) (6)	Coachee	Trovato	0.50	9/2/2021
	(b) (6)	Coachee	Trovato	1.00	9/6/2021
	(b) (6)	Coachee	Trovato	1.00	9/2/2021
	(b) (6)	Coachee	Trovato	1.00	9/10/2021
	(b) (6)	Coachee	Trovato	1.00	9/17/2021
	(b) (6)	Coachee	Trovato	2.00	9/6/2021
	(b) (6)	Coachee	Trovato	3.00	9/17/2021
	(b) (6)	Coachee	Trovato	1.00	9/7/2021
	(b) (6)	Coachee	Trovato	1.50	9/10/2021
			Ramona Trovato	(total) 14.5	
	No Activity				
			Mike Flynn	(total)	
	(b) (6)	Coachee	Roden	1.0	9/1/21
	(b) (6)	Coachee	Roden	1.0	9/7/21
	(b) (6)	Coachee	Roden	1.0	9/16/21
	(b) (6)	Coachee	Roden	1.0	9/17/21
	(b) (6)	Coachee	Roden	.75	9/21/21
	(b) (6)	Coachee	Roden	1.0	9/21/21
	(b) (6)	Coachee	Roden	4.0	9/22/21
	(b) (6)	Coachee	Roden	2.0	9/27/21
	(b) (6)	Coachee	Roden	1.0	9/28/21
	(b) (6)	Coachee	Roden	1.0	9/28/21
	(b) (6)	Coachee	Roden	1.0	9/29/21
			Michele Roden	(total) 14.75	
TASK	PROGRAM REVIEW / ANALYSIS	Name of OCSP Requestor	Consultant	Hours	Date of Service
	(b) (6)	(b) (6)	Wright	3	9/1/2021

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	(b) (6)				
	(b) (6)	(b) (6)	Wright	1	9/2/2021
	(b) (6)	(b) (6)	Wright		
	(b) (6)			2	9/3/2021
	(b) (6)	(b) (6)	Wright	1	9/3/2021
	(b) (6)	(b) (6)	Wright		
	(b) (6)			4	9/3/2021
	(b) (4), (b) (6)	(b) (6)	Wright		
	(b) (6)			3.5	9/4/2021
	(b) (6)	(b) (6)	Wright	1.5	9/7/2021
	(b) (6)	(b) (6)	Wright		
	(b) (6)			0.5	9/7/2021
	(b) (6)	(b) (6)	Wright		
	(b) (6)			0.5	9/7/2021
	(b) (6)	(b) (6)	Wright		
	(b) (6)			2	9/7/2021
	(b) (6)	(b) (6)	Wright		
	(b) (6)			1.25	9/7/2021
	(b) (6)	(b) (6)	Wright		
	(b) (6)			1	9/7/2021
	(b) (6)	(b) (6)	Wright		
	(b) (6)			1	9/7/2021
	(b) (6)	(b) (6)	Wright		
	(b) (6)			1	9/7/2021
	(b) (6)	(b) (6)	Wright		
	(b) (6)			1.5	9/8/2021
	(b) (6)	(b) (6)	Wright		
	(b) (6)			1	9/8/2021
	OCSPP Climate Assessment Project - Rick /Bruce Call + Next Steps + XLeap Survey	(b) (6)	Wright		
	(b) (6)	(b) (6)	Wright	1	9/8/2021
	(b) (6)	(b) (6)	Wright	0.5	9/8/2021
	(b) (6)	(b) (6)	Wright		
	(b) (6)			1	9/8/2021
	OCSPP Climate Assessment Project - Rick /Bruce Call + Next Steps + XLeap Survey	(b) (6)	Wright		
	(b) (6)	(b) (6)	Wright	0.5	9/9/2021
	(b) (6)	(b) (6)	Wright		
	(b) (6)			1.5	9/9/2021

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(b) (6)	(b) (6)	Wright	4	9/9/2021
(b) (6)	(b) (6)	Wright	2	9/10/2021
(b) (6)	(b) (6)	Wright	1.5	9/10/2021
(b) (6)	(b) (6)	Wright	1.5	9/12/2021
(b) (6)	(b) (6)	Wright	2	9/13/2021
(b) (6)	(b) (6)	Wright	0.5	9/17/2021
(b) (6)	(b) (6)	Wright	1	9/20/2021
(b) (6)	(b) (6)	Wright	2	9/20/2021
(b) (6)	(b) (6)	Wright	2	9/21/2021
(b) (6)	(b) (6)	Wright	1	9/21/2021
(b) (6)	(b) (6)	Wright	2	9/21/2021
(b) (6)	(b) (6)	Wright	1.5	9/22/2021
(b) (6)	(b) (6)	Wright	1	9/22/2021
(b) (6)	(b) (6)	Wright	2.75	9/23/2021
OCSPP Assessment Project - Rick	(b) (6)	Wright	0.5	9/24/2021
(b) (6)	(b) (6)	Wright	1	9/27/2021
(b) (6)	(b) (6)	Wright	2	9/27/2021
(b) (6)	(b) (6)	Wright	0.5	9/29/2021
		Elaine Wright	(Total) 59.0	
(b) (6)	(b) (6)	Trovato	1.00	9/20/2021

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(b) (6)	(b) (6)	Trovato	1.50	9/8/2021
(b) (6)	(b) (6)	Trovato	2.00	9/23/2021
(b) (6)	(b) (6)	Trovato	1.50	9/13/2021
(b) (6)	(b) (6)	Trovato	1.50	9/30/2021
(b) (6)	(b) (6)	Trovato	2.00	9/27/2021
(b) (6)	(b) (6)	Trovato	1.00	9/22/2021
(b) (6)	(b) (6)	Trovato	0.50	9/27/2021
(b) (6)	(b) (6)	Trovato	1.00	9/27/2021
(b) (6)	(b) (6)	Trovato	1.00	9/27/2021
(b) (6)	(b) (6)	Trovato	2.00	9/23/2021
Looking Forward Org Assessment -- with E. Wright and M. Flynn and Rick Keigwin	(b) (6)	Trovato	0.50	9/24/2021
Looking Forward Org Assessment -- with E. Wright and M. Flynn	(b) (6)	Trovato	0.75	9/22/2021
OCSPP -- Prepare required EPA reports	OCSPP	Trovato	0.50	9/30/2021
		Ramona Trovato	(total) 16.75	
Project planning, review and comment on project scope documents	OPMO	Flynn	0.5	9/22/2021
Meet w/OCSPP DAA and staff to discuss new OCSPP organizational assessment project	OPMO	Flynn	0.5	9/24/2021
Prepare September invoice, report and other management tasks	OCSPP	Flynn	0.25	9/30/2021
		Mike Flynn	(total) 1.25	

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B: Problems and Corrective Action Taken: N/A

C: Government Action Required: N/A

D: Schedule, If Applicable: N/A

E: Trip Summary / Conferences Attended, If Applicable:

F: Planned Activities/Time Next Reporting Period:

The following activities/tasks are planned during the next reporting period.

	Consultant	Hours
TASK – FACILITATION SUPPORT		
• No Activity Planned	Elaine Wright	0.0
• No Activity Planned	Ramona Trovato	0.0
• No Activity Planned	Mike Flynn	0.0
TASK – COACHING / CONSULTING		
• Executive Coaching	Elaine Wright	3.0
• Executive Coaching	Ramona Trovato	10.0
• No Activity Planned	Mike Flynn	0.0
• Executive Coaching	Michele Roden	8.0
TASK - PROGRAM REVIEW/ANALYSIS		
<ul style="list-style-type: none"> • Great Place 2 Work • Core Values Initiative • Leadership Development Roadmap • Diversity Equity Inclusion • Employee Engagement • Organizational Assessment 	Elaine Wright	97.0
<ul style="list-style-type: none"> • OPS • Great Place to Work <ul style="list-style-type: none"> ○ Strategic Planning ○ Employee Engagement ○ Core Values ○ Leadership Development ○ DEAI ○ Organizational Assessment 	Ramona Trovato	90.0
• Organizational Assessment Project	Mike Flynn	10.0

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G: Hours Summary

Consultants	Elaine Wright	Mike Flynn	Ramona Trovato	Michele Roden
Sept Hours Used	61.25	1.25	31.25	14.75
Total Hours Used To Date	614	6.75	693	25.25
Projected Hours for Oct 2021	100.0	10.0	100.0	8.0

Total Hours Authorized:	2403.35
Hours Remaining:	224.70